Center for Educational Performance and Information (CEPI)

Michigan Education Information System
(MEIS)

Financial Information Database (FID)

Frequently Asked Questions

Fall 2004 Submission

Questions?
Contact: (517) 335-0505
e-mail: Help-Desk@michigan.gov

General Questions

1 Q: What is the Financial Information Database (FID)?

    A: The FID is one of the Center for Educational Performance and Information's (CEPI) warehouse data sets. The FID application will streamline the process that school districts use to submit "Balance Sheet, Revenues, and Expenditures" financial data to the State of Michigan and provide various stakeholders with user-friendly financial information at the district and school levels.

2 Q: Why was the financial submission process changed?

    A: Previously, school districts submitted financial data using the Education Data Network (EDN). The EDN relied on outdated technology and would be unable to support the upload capacity and reporting requirements of the state.

       The FID application allows for a streamlined upload of financial data and will minimize district data entry. The FID also provides more meaningful information by creating relationships with the other CEPI data, including student achievement data, student records, information about educational personnel, and the infrastructures of school buildings.

3 Q: Will the Financial Information Database (FID) replace "Form B"?

    A: The FID application will aggregate discrete financial data and produce a Form B report along with other useful calculations and reports. Districts no longer have to create the Form B report.

4 Q: What do school districts need to do to prepare for FID submission?

    A: School districts will need to:

       Ensure that school information is correct in the official School Code Master (SCM). Contact your district's authorized user of the online School Code Master application to make sure school information is up to date. School-level information for "Instruction" and "School Administration" expenditures will be submitted using the School Code field contained within the School Code Master (SCM). The SCM is a directory of schools, maintained by CEPI, that serves as the primary link for the core data sets used by CEPI, the Michigan Department of Education, and other agencies and organizations. The School Code Master is located at https://cepi.state.mi.us/scm/.

       Consider the implications of submitting required school-level data using the file upload process. In addition to submitting the School Code contained in the SCM, additional accounts may need to be established for FID submission. Seek an understanding of the services that your financial software vendors may provide. Vendors may or may not be able to help with the school-level account expansion.

       Work toward compliance with the *Michigan Public School Accounting Manual Chart of Accounts.* The Michigan Department of Education has distributed a memorandum, dated May 2, 2002, listing the Chart of Accounts changes. One of the changes is the addition of a Revenue Suffix Code. Districts should strive to be in compliance with the Chart of Accounts including the recent changes, or be prepared to "crosswalk" to the Chart of Accounts for the EDN (Form B) and FID submissions.

Although the official testing period has concluded, the functionality of the application which allows for multiple uploads until the November 15 deadline will allow districts an opportunity to ensure their data are in compliance with the Michigan Chart of Accounts and will be submitted correctly during the fall 2004 submission period.

School-Level Information

1 Q: What school-level data is required for collection?

A: School-level data will be collected for Function Codes 111, 112, 113, 118, 119, 122, 125, 127, 241 and 249 at a minimum of the second position of the Object Code, e.g., 1200, or a maximum of the third position of the Object Code, e.g., 1210.

2 Q: Why is the School Code a five-character field in the FID Data Dictionary and a four-character field in the School Code Master (SCM)?

A: The School Code has always been a five-character field, but the leading zero has not been used consistently until implementation of the new CEPI data warehouse. To save storage space, the leading zero was not used on the mainframe.

3 Q: Will districts be able to break out school-level expenditures using spreadsheets?

A: It would be beneficial for districts to expand their accounts, so that they may upload school-level data from their accounting software. Financial software vendors may be able to help with account expansion. Districts may alternatively work with their vendors to create "cross-walks" of school-level information for inclusion in the submitted files.

4 Q: Can districts submit functions at the school level other than the above-required school level functions?

A: If districts track school-level expenditures for additional functions other than the required school-level functions, districts may submit these additional functions at the school level. This additional school-level information will be used to roll up expenditures for districts that want the FID application to do so, but the discrete data will not be stored within the CEPI warehouse.

5 Q: How would "district-only" financial information be submitted?

A: "District-only" financial information may be submitted using "00000" and/or using the School Code from the School Code Master for ancillary facilities, (e.g., bus garage) in the School Code field. An ancillary facility School Code may be requested by the district's authorized user of the online School Code Master (SCM). The SCM is located at https://cepi.state.mi.us/scm/.

The FID application will produce an error if school amounts do not total at least 80 percent of the district amount for functions 118, 119, 122, 125 and 127. The FID pilot group agreed upon this distribution rule when they finalized the FID application specifications in June of 2002.

6 Q: How will districts account for certain expenditures that are "district-only" (school = 00000) for the school-level functions required for submission?

A: For functions 111, 112, 113, 241, and 249, school-level expenditures must total district expenditures. For functions 118, 119, 122, 125, and 127, school-level expenditures should total

district expenditures with the exception of "limited off-site" expenditures. Districts must explain in the comments section provided in the FID application why their school-level expenditures did not total district expenditures.

Keep in mind that, during the validation process, if school amounts do not total at least 80 percent of the district amount for these functions, you will receive a cross-file validation error. The FID pilot group agreed upon this distribution rule when they finalized the FID application specifications in June of 2002.

7 Q: Our district owns closed buildings that still have costs associated with them, yet they are not appearing in the School Code Master. Can I reopen the building in the School Code Master and how should we report those costs in FID?

A: If your district has buildings that were closed in the School Code Master (SCM), yet still have costs associated with them, those costs should be included with building "00000" (five zeros) if they were closed PRIOR to the beginning of the school year associated with the current FID submission. The SCM rules do not allow buildings to be re-opened, because historical data may presumably exist in association with the former purpose/activities of those buildings. When buildings are used for other purposes within the district (educational, administration, ancillary, etc.,), then the district should request a new number for the building. If there is no specific purpose for the building, it remains an asset of the district and costs should be included as a district-wide expenditure in the "00000" (five zeros) building.

8 Q: What is the allowable distribution of expenditures for school and district amounts for functions 118, 119, 122, 125 and 127?

A: The FID application will produce an error if school amounts do not total at least 80 percent of the district amount for functions 118, 119, 122, 125 and 127. The FID pilot group agreed upon this distribution rule when they finalized the FID application specifications in June of 2002.

9 Q: Are ISDs required to submit school-level information?

A: ISDs are not required to submit school-level information. In fact, ISDs must use "00000" in the School Code fields when submitting the Expenditure File.

10 Q: Whom do we contact regarding School Code Master (SCM) questions?

A: You may e-mail the Department of Information Technology Client Service Center at Help-Desk@michigan.gov or call 517-335-0505. Please include your full name and complete telephone number (with area code and extension) when you send an e-mail message.

Michigan Public School Accounting Manual

1 Q: What happens if districts are already using the Suffix Codes for internal purposes?

A: Districts are encouraged to submit Suffix Codes listed in the *Michigan Public School Accounting Manual Chart of Accounts.* Suffix Codes received with a code less than 1000 will be checked for validity against the Chart of Accounts. However, if Suffix Codes 1000-9999 are submitted, the FID application will replace these Codes with Suffix Code 0000 prior to storage in the CEPI warehouse.

2 Q: Where can I locate a copy of the Michigan Public School Accounting Manual Chart of Accounts?

   A: A link to the manual is in the publications section of the Office of State Aid and School Finance on the MDE Web site http://www.michigan.gov/mde/. The Chart of Accounts is contained within the "Appendix - Definitions for Accounting Codes" located on the Manual page.

3 Q: My district only calculated/recorded reserves and board designations at fiscal year end to provide the auditors with a financial statement entry. How do I include this information with my FID submission?

   A: Districts should consider using the Fund Balance Reserve (major class codes 711-713) and Board Designations (major class code 751) within their general ledger. This will enable them to upload the information into the FID Balance Sheet file at year-end.

4 Q: Whom do we contact regarding Michigan Public School Accounting Manual Chart of Accounts questions?

   A: You may contact Glenda Rader at the Michigan Department of Education at: raderg@michigan.gov or 517-335-0524.

FID Application - Business Rules

1 Q: How will the FID application handle debit and credit amounts and what happens if there are exceptions? For example, will districts be able to submit an expenditure amount with a credit balance?

   A: For all four file types, debits should be submitted as positive amounts and credits should be submitted as negative amounts. Warning messages will be generated by the FID application when expenditures are submitted as credit amounts or when revenues are submitted as positive amounts (see Q & A #7 in this section and #4 in the "FID File and District Data Entry Information Section"). Once the files have been uploaded, the FID application will automatically display all balances from these files as positive amounts in the data verification screens.

2 Q: Will general ledgers need to be rounded to the nearest dollar?

   A: No, general ledgers will not require rounding prior to district upload.

3 Q: On the "Opening Balance/Submit" page in the FID application, the "Uploaded Fund Balance" from my balance sheet is off just a few pennies from the "Calculated Fund Balance" provided by FID and I have a red "X" in the status column. What should I do?

   A: The FID application derives the amount in the "Calculated Fund Balance" by taking the opening balance brought forward from the previous year's submission (for FY 2002/2003 this was EDN Form B), adds the amount derived from your "Revenue" file and subtracts the derived amount from your "Expenditure" file. The "Uploaded Fund Balance" is the amount you provided in your Balance Sheet file. The Michigan Department of Education Office of State Aid and School Finance has decided that the FID should implement a variance threshold of $10 to account for rounding differences between the FID calculations and those that your accounting software might make when preparing the Expenditure file.

     Note that the EDN Form B accepted amounts rounded to the dollar whereas the FID accepts amounts rounded to the penny.

4 Q: Why can't I edit all the opening fund balances on the "Opening Balance/Submit" screen?

   A: The amounts in the "Opening Balance" column were brought forward from the EDN/Form B fall 2003 submission. In fall of 2004, these amounts will be locked with the exception of funds 21, 23, 24, 25, and 28. These are all special revenue funds that were not disaggregated in the EDN system, so schools will be able to adjust these opening balances in year one only (fall 2004). For the FID submission in fall 2005, the "Opening Balance" column amounts will reflect the fall 2004 FID submission and all fields will be locked.

5 Q: The opening balances reflected in the FID for my district are not correct. How do I handle this situation?

   A: If a district made a mistake and needs to correct a prior-year fund balance as reported in the EDN (Form B) for school year 2002-03, s/he will need to do a "prior period adjustment" prior to submitting data in the FID. A Revenue Major Class code "551-Material Prior Period Adjustments" and "552-Non-material Prior Period Adjustments" should be used to correct for a fund balance that was reported as too low last year. Expenditure Function codes "491" and "492" should be used to correct fund balances that were reported as too high.

6 Q: Why has my file been "Rejected"?

   A: 1) If you receive an error message as soon as you click the "Upload" button on the FID application's "FID Data Upload" page, your file probably has an error in the name. Please refer to the "FID File Naming Convention" available in the FID User's Guide, the FID File Layout or the FID FAQs documents. For the fall 2004 live submission, you will use "2004" in the file name, which is the end of the fiscal year for which you are submitting.

2) If you clicked the "Upload" button and received a message stating that your file was being uploaded, and you found a "Rejected" status for that file when you checked the "District File Load Status" screen, it is likely that there is something wrong with the format of the file you submitted.

Two kinds of mistakes occur frequently. First, please check the "FID File Layout" document for guidance. Be aware that you must submit either blanks (spaces) or alphanumeric data in the fields labeled as "Optional." You may NOT use the following characters:
- Fixed-length file - illegal characters: comma, single quote, double quote, forward slash, back slash
- Comma-separated values file – illegal characters within a segment: comma, single quote, forward slash, back slash

Correct Examples:

	Comma-Separated Values (CSV)	Fixed Length (TXT)
Balance Sheet	11,101,,,8397777.48	1110100000000000000000000008397777.48
Revenue	11,311,0010,,-37098452.53	1131100100000000000000000-0037098452.53
Expenditure	11,111,1200,,,12345,,31986.87	1111112000000000123450000000000031986.87

Excel users: When creating .CSV files, please be aware that columns must be set as text only. Otherwise, Excel automatically places commas in numbers larger than three digits. These extra commas will cause a file formatting issue.

The FID system will not check the substance of the data, but you must include the appropriate number of spaces in a fixed-length TXT file, use the appropriate commas to separate segments in a CSV file, or use appropriate tags in an XML file. Second, FID will reject a file that has one or more blank records in it.

7 Q: When submitting data for fund 91 (Capital Assets Accounts), our district receives a warning message that indicates "Major Class (XXX) expected as debit, credits received in incoming file." In this case, we don't think we have an actual problem.

    A: FID edits data to the second position of the Balance Sheet major class code. When validating appropriate debit or credit balances for fund 91, the distinction would have to be made at the third position of the major class code in order to eliminate the warnings when dealing with depreciation (Example: for fund 91, all major class codes ending with "2" are depreciation accounts and therefore contra-accounts having a negative balance).

    Because the fund 91 items CANNOT have negative balances after they are summarized (or rolled up) to the second position in FID, we retained the warning check at the detailed transaction level to assist districts in determining why an overall error may result during the roll-up verification process that takes place after all files and data entry have been submitted.

8 Q: For the Balance Sheet file, our district received a red "X" during the cross-validation process that is completed on the final Update Balances/Submit screen. It appears that the cross-validation routine is checking files at the rolled-up (summary) level. We didn't have any errors during the initial file upload and error check process for the Balance Sheet. What should we do?

    A: During the initial file upload and error check process, if your district did not roll up the Balance Sheet file and chose to submit additional detailed balances, an additional cross-reference check is completed to ensure that only appropriately signed and ROLLED-UP balances exist once the FID completes the roll up. You should check the "warnings" that you received during the initial validation process to determine if related warning items summarize to an inappropriate balance once they are combined.

9 Q: Do I have to complete some fields in the District Data Entry screens if they are already included in my upload files and what happens if I provide data in both places?

    A: For selected financial data, districts may choose to include data in the upload file or key it in. For example, many districts will not include amounts for fund 91 (Capital Assets Accounts) or fund 92 (Long-term Liability Accounts) in their upload files and will key in this data in the District Data Entry screens. If you key in AND upload a file with the same information, the uploaded file data will overwrite the amounts you have keyed in. Please see the FID User's Guide for details on the two District Data Entry screens.

10 Q: To what level of detail will financial data be collected?

    A: The following fields and positions will be collected through the file upload process:

    Balance Sheet File
    Fund Code – two positions
    Balance Sheet Major Class – three positions, minimum roll-up to second position, e.g., 170, maximum roll-up to third position, e.g., 171

    Revenue File
    Fund Code – two positions
    Revenue Major Class – three positions
    Suffix Code – four positions

Expenditure File
Fund Code – two positions
Function Code – three positions
Object Code – four positions, minimum roll-up to second position, e.g., 1200, maximum roll-up
 to the third position, e.g., 1210
School Code – five positions

Educational Service Provider (ESP) Expenditures File
Function – three positions
Object Code – four positions, roll-up to first position, e.g., 1000

11 Q: What Fund Code financial information will be stored in the warehouse?

 A: For the Special Revenue Funds, districts must submit financial detail to the second position of the
Fund Code for storage in the warehouse, (e.g., 26). All other funds may be submitted rolled up to
the first position or second position of the Fund Code. If districts do not roll up to the first
position prior to submission, the state of Michigan will roll up all funds, except the Special
Revenue Funds, to the first position, (e.g., 26), for storage in the warehouse.

12 Q: What type of error check program will be built into FID?

 A: Districts will be able to view error and/or warning messages generated by the FID application.
Districts may print error and/or warning messages, as well as summarized reports similar to
"Form B." (Note: The Department of Information Technology is in the process of making these
reports available to users within the coming weeks.) Districts may accept files and submit their
data when warning messages have been generated. When error messages have been generated,
districts must first correct the error, then upload the file again.

Examples of Errors:
"Specified fields transmitted do not match the appropriate version of the *Michigan Public School
 Accounting Manual Chart of Accounts*."
"The School Code transmitted does not match the School Code contained within the School Code
 Master (SCM)."
"Missing or excessive fields were transmitted."

Examples of Warnings:
"A Function Code has not been used appropriately with a Fund Code."
"An expenditure amount was uploaded as a negative amount."
"A revenue amount was uploaded as a positive amount."

13 Q: Do warnings need to be corrected like errors?

 A: Warnings highlight areas of your data that appear inconsistent with the Michigan Public School
Accounting Manual Chart of Accounts and the business rules that the Michigan Department of
Education Office of State Aid and School Finance have set for financial data collection. These
warnings will not prevent your file from being uploaded into the system.

You should check each warning to see if you may need to reconfigure your accounting system or
whether you need to correct a data entry mistake. Currently, FID gives warnings for account
segment combinations that are not allowed in the chart of accounts. In future fiscal years, the
Office of State Aid and School Finance may enforce correct cross-referencing and these warnings
will become errors. For the fiscal year 2003/2004 FID collection in fall 2004, account segment
combination problems will remain warnings.

Another special case of warnings is the credit/debit verification that takes place during cross-file validation for the balance sheet, expenditure, and revenue files. During the initial file upload and error check process, if your district did not roll up the amounts in these files and chose to submit additional detailed amounts, an additional cross-reference check is completed to ensure that only appropriately signed and ROLLED-UP balances exist once the FID completes the roll up. You should check the warnings that you received during the initial upload file validation process to determine if related warning items summarize to an inappropriate balance once they are combined.

14 Q: Is a there a list available that provides clarification to the errors and/or warnings I have received?

   A: A listing of some common errors and warnings that districts received has been developed along with a more detailed description of their meanings. This list is located in Appendix C of the FID User's Guide.

15 Q: I received a "validated for salary information" and/or "validated for employee benefit information" error on my cross-file validation. How can I determine where my error occurs in the file?

   A: When files reach the rolled-up level, one of the checks the FID application performs is to verify that salaries are tied to mandatory coverage (FICA, unemployment, etc.) and vice versa. If a salary is reported without the corresponding benefit, or vice versa, an error is produced.

   A recent upgrade to the FID application has been implemented that specifies the fund and function combination where a cross-file validation error has occurred when the user holds the mouse arrow over the ✖.

   The Expenditure Report can also be used to examine these errors. If you manually search for object code "28" (Mandatory Coverage) to object code "28", you will produce a report indicating every function tied to that object code. If you perform another search for object code "10" to object code "19" (Salaries), you will produce a report indicating every function tied to a salary. By crosswalking between the two reports, you can eliminate those functions that appear on both. Any function with an amount greater than zero that is left over is most likely the cause of the error.

16 Q: What is the Educational Service Provider (ESP) file used for in FID?

   This file will allow public schools to report expenditure detail for services that are purchased from educational service providers. The schedule must be completed by any public school district (including public school academy) that purchases services in an amount equal to or greater than 50 percent of its general-fund current operating expenditures.

   Amounts reported as purchased services from an educational service provider in the various functions must be broken down into the object(s) on which the education service provider spent the fee. EXAMPLE: The expenditure file shows $100,000 in function code 111 under purchased services. The district paid the Educational Service Provider $100,000 for those services. The supplemental schedule (ESP file) should reflect the breakdown of how those funds were used by the service provider to pay salaries, benefits, supplies, capital outlay, or other for that particular function. The total dollars reported in the supplemental schedule for any given function should reflect the amount paid to the educational service provider for that function.

Management fees for certain functions may be reported as a lump sum purchased service only when the costs incurred at the Educational Service Provider to provide the service cannot be directly attributed to an individual school district. These are often labeled indirect costs and are defined as follows: Those costs that have been incurred for common or joint purposes. These costs benefit more than one cost center and cannot be readily or specifically identified with a particular cost center without effort disproportionate to the results achieved. For those costs considered indirect, the educational service provider may charge the public school a reasonable fee for the function without reporting the breakdown of the fee on the supplemental schedule as educational service provider salaries, benefits, supplies, capital outlay, etc. When the educational service provider costs associated with these functions can be readily or specifically identified with the individual school district, the service fee should be reported on the supplemental schedule under the appropriate object code.

17 Q: **What conditions are required for the "Submit to CEPI" button to be enabled?**

  A: Districts must ensure the following are true before the submit button is activated:
1. All files have been Accepted
2. All Calculated Fund Balances match Uploaded Fund Balances
3. Sum of Revenues or Expenditures are not equal to zero
4. Rolled-up balances in the Balance Sheet file for a Fund/Major Class are all Debits for the assets, and Credits for the liabilities
5. Rolled-up balances in the Revenue file for a Fund/Major Class are all Credits
6. Rolled-up balances in the Expenditure file for a Fund/Function/Object are all Debits
7. Education Service Provider requirement has validated and a file submitted, if applicable
8. District wide reporting, salary and employment benefit information are validated

18 Q: **The "Submit to CEPI" button is enabled but when I clicked on it, I received a message stating "All Files Have Not Been Accepted." What steps do I need to perform to complete submission?**

  A: Go to the District File Load Status screen and click on the green check mark (✔). Once this icon has been clicked, the file status will change to "accepted."

FID File and District Data Entry Information

1 Q: **What file upload format alternatives do districts have?**

  A: Districts may use a fixed-length (.TXT), a comma-delimited (.CSV) or an XML format for file uploads.

2 Q: **What is the file naming convention for files that we will submit to the FID Application?**

  A: If files are submitted in CSV or TXT formats, the following is the file naming convention. File names can be up to 20 characters long. However, the first 10 characters have special meaning within the FID application, as listed below:
- Position 1 denotes the transaction type (B – Balance Sheet, R – Revenue, E – Expenditure, P – Education Service Provider).
- Positions 2 – 6 denote the school district for which the corresponding data (Balance Sheet, Revenue, Expenditure, ESP) is being submitted.
- Positions 7 – 10 denote the end of the fiscal year for which the financial data is being submitted (e.g., FY 2002-2003 data should be submitted with "2003" in positions 7 – 10).
- Positions 11 – 20 are optional and may or may not be used.

The file extension should denote whether the file is a CSV or TXT file.

If files submitted are in XML format, there is no standard naming convention, as the data for transaction type, school district and fiscal year are contained in the record tags within the file and the file extension should be "XML." Note that XML files support multiple school districts and multiple transaction types in one file. The file should conform to the XML schema that is posted on the CEPI Web site.

3 Q: Why is the transaction code missing in the file layout for CSV and TXT formats?

   A: The transaction code as used in the Michigan Public School Accounting Manual Chart of Accounts denotes whether an entry is balance sheet, revenue, or expenditure. The FID application accepts separate files for each of these three types. Therefore, transaction code is not used in the file layout. Rather, the FID application distinguishes the transaction type by the file name. Please refer to the naming convention specified in Q & A #2 of this section.

4 Q: Where should I place the negative sign in the FID files?

   A: Place the negative sign just before the amount so that it "floats." If you are using a fixed-length file, you may fill unused positions with either spaces or zeros; it is your district's preference.

5 Q: How should my district report Capital Assets when entering the information on the District Data Entry page of FID for Fund 91?

The amounts entered into the data entry screen for fund 91 should incorporate all the major class codes for a given class of capital assets. For each class of assets there is an asset and an associated depreciation account. Each class of capital asset should be reported net of depreciation.

6 Q: We use Quicken software to account for the Agency Fund. My understanding is that we may continue this practice and CEPI will allow us to key in the total revenue, expense, and fund balances manually. Is this true?

   A: School districts do not report revenues or expenditures in Agency Funds. The school is a fiduciary for the student group. The funds belong to the student group. Because of that, every dollar the school receives on a student group's behalf should be reported in the Agency Fund as a debit to cash (101) credit to Due to Student Groups (431). The disbursement of funds on the student group's behalf should be reported as credit to cash (101) debit to Due to Student Groups (431). There is no fund balance in an Agency Fund.

The district data entry area of the FID is used to report Agency Fund information related to beginning cash balances, receipts, disbursements, and ending cash balance. The district data entry area is the only mechanism available in the FID system to collect that data. Any Agency Fund data reported in the file upload will appear as ending balance sheet data only.

7 Q: Certain financial information is tracked by districts on spreadsheets and not recorded on districts' accounting systems. Will accounts need to be created for all financial information in order to upload?

   A: FID will enable districts to key selected Quarterly Balance Sheet Balances and Chauffeur Expenditures. Districts may either upload or key Fixed Assets, Long-Term Liabilities, Agency Fund Receipts and Disbursements, and Amounts Received from TIFA, LDA or DDA.

8 Q: **In the past, our district manually entered the financial information through EDN and we do not have financial software. How can we create FID format files for submission?**

A: FID formatted files can be created without the aid of a financial software system. You will need to access Appendix A – File Layouts and Appendix B – Creating CSV FID Files in Excel from the FID User's Guide. These pages will instruct you on how to use Microsoft Excel to create a spreadsheet that will produce files for your upload.

9 Q: **When trying to upload an XML file, I received an error message stating "no permission for district." How do I correct this?**

A: This error indicates that your district number was not included in the XML File Schema. Please refer to Appendix A of the FID User's Guide for specific information regarding the XML file layout and update your file accordingly.

10 Q: **I continue to receive the message "no records meet selection criteria" every time I try to produce a report for my FID files. All of my files have been successfully uploaded, what do I need to do to create a report?**

A: Please follow the directions located in Section 4 - Reporting of the FID User's Guide (updated 10/10/04) to manually enter your search criteria. The ⋯ search button located on the report screen does not function properly and will throw off your search (this is an issue we will address after this year's collection). The directions in the User's Guide were created specifically to work around this issue.

11 Q: **Where can I find the FID User's Guide, FID Record Layout, FID Listserv Instructions, sample FID files, and other user support material?**

A: All related user support material is available for download from the FID Web page. Point your browser to www.michigan.gov/cepi. From the left-side navigation, select "MEIS Data Services" and then "Financial Information Database."

12 Q: **I have questions about the application. I have consulted the FID User's Guide and the FID FAQs. What do I do next?**

A: Please send an e-mail message to Help-Desk@michigan.gov. Note the CEPI application you are using and the specific question about or difficulty with the application. Include your full name, district code, district name, complete telephone number with area code and extension. The Help Desk staff will create a DIT Remedy Help Desk case for you. They will either contact you or forward your DIT Remedy Help Desk case to the appropriate support staff for research and response. You may receive a telephone call or an e-mail response. The e-mail will have the DIT Remedy Help Desk Case identification number.